

Section 24.11: Vacation Rentals

- A. Purpose: The purpose of this section is to establish the criteria, process, rules and standards for the short-term Vacation Rental of residential properties for any period of time less than 30 days in order to protect the public health, safety, and welfare while preserving the residential character of neighborhoods.
- B. Private Agreements/Covenants: The provisions of this Ordinance are not intended to abrogate any private agreements or covenants, conditions and restrictions (CCRs) which are more restrictive than the provisions of this Ordinance.
- C. Definition: “Vacation Rental” is defined as the rental of any structure or any portion of any structure for occupancy for dwelling, lodging or sleeping purposes for any time period less than 30 consecutive days in duration in a residential zoning district, including single family residences, modular and manufactured homes, town homes, condominiums, and multiple family dwellings. Vacation Rentals shall not be permitted in non-habitable structures such as garages or other accessory structures or temporary or portable structures such as tents, yurts, travel trailers or RVs.
- D. Permit: All Vacation Rentals are subject to an annual Vacation Rental zoning permit from Coconino County Community Development. The applicant may be the property owner or the owner’s agent, and shall be the party responsible for compliance with all provisions of this section and all laws pertaining to Vacation Rentals. The annual permit is subject to an application fee established by resolution of the Board of Supervisors. The annual permit is personal to the owner and may not be transferred to another person or another property and shall not run with the land. The permit is revocable upon determination of violations of the provisions of this section. Vacation Rentals that exceed the standards in this section may be permitted at the discretion of the Planning and Zoning Commission subject to the granting of a Conditional Use Permit.
- E. Applicability: All Vacation Rentals that exist at the time of the effective date of the ordinance codified in this section and all Vacation Rentals proposed after the effective date of the ordinance shall require a Vacation Rental permit. For any Vacation Rentals that provide sufficient documentation to prove that they were legally established prior to the effective date of this Ordinance, the annual permit fee will be waived for the first year’s permit required under this Ordinance.
- F. Performance Standards: All Vacation Rentals are subject to the following standards unless a Conditional Use Permit is approved by the Planning and Zoning Commission to allow a Vacation Rental to exceed the standards.

1. Occupancy: Each Vacation Rental shall be limited to no more than two overnight guests per bedroom, plus two additional overnight guests, provided that the total number of guests temporarily residing in a Vacation Rental shall not exceed 10 at any time, excluding children under three years of age.
2. Management: The Vacation Rental shall be managed and operated in such a way that will prevent disturbances to neighboring properties not typical of a residential neighborhood, including but not limited to loud music, loud noises, excessive traffic, loud and uncontrolled parties, disorderly conduct, accumulation of refuse and garbage, trespassing, barking dogs, or excess vehicles parked in the street that would hinder traffic or emergency access. A local contact shall be available to respond to complaints 24 hours a day, seven days a week.
3. Special Events: Commercial or public functions or events that are inconsistent with residential neighborhoods, including but not limited to auctions, concerts, organized recreational activities and other similar uses are prohibited. The total number of persons (i.e. renters and guests) present at a Vacation Rental property at any given time shall not exceed twice the number of authorized renters.
4. Quiet Times: Quiet times shall be from 9:00 p.m. to 7:00 a.m. Sunday through Thursday and 10:00 p.m. to 7:00 a.m. Friday and Saturday.
5. Exterior Appearance: The exterior of the Vacation Rental shall maintain a residential appearance with house numbers maintained on the front of the primary building and visible from the street or road.
6. Parking: Each Vacation Rental shall have one off-street parking space per each bedroom in the unit with a minimum of two off-street parking spaces required.
7. Signage: One nameplate sign indicating the name of the owner or facility not exceeding one square foot in area may be posted on the front exterior wall of the Vacation Rental or may be freestanding not to exceed six feet in height. If illuminated, the lighting shall be fully-shielded and directed so that direct illumination is contained on-site and to prevent light trespass on neighboring properties.
8. Property Maintenance: Provisions shall be made for the proper containment and removal of trash and refuse generated by the Vacation Rental, and such provisions shall be documented in the Property Management Plan.

9. Sewer connection/septic system capacity: The owner shall maintain a properly functioning sewer connection or on-site wastewater disposal system. Verification of wastewater capacity is required upon application for a Vacation Rental permit.
10. Pets: Pets shall be secured at all times while on the property and are subject to all applicable Animal Management rules and regulations as adopted by Coconino County. Excessive barking is prohibited and all animal waste shall be collected and appropriately disposed of.
11. Vehicular Use: All vehicular use associated with a Vacation Rental, whether on- or off-road, and motorized or non-motorized, shall abide by all applicable traffic laws and shall not trespass upon private property. Vehicular use in this context includes, but is not limited to, ATVs, snowmobiles, motorcycles, bicycles, and any other motorized or non-motorized vehicles.
12. Access: The access to the Vacation Rental shall be adequately maintained and remain clear of obstructions to ensure unimpeded passage of emergency vehicles and other traffic.
13. Code Compliance: The Vacation Rental is subject to all applicable State and local health, safety, and building codes.
14. Accessory Dwelling/Guest House: On properties containing both a primary residence and an accessory dwelling unit or detached guest house, only the primary residence may be rented out as a Vacation Rental unless a Conditional Use Permit is approved to allow the accessory dwelling unit or detached guest house to be used as a Vacation Rental.
15. Property Management Plan: A Property Management Plan demonstrating how the Vacation Rental will be managed and how impacts to neighboring properties will be avoided shall be submitted for review and approval as part of the permitting process. The Property Management Plan shall include a local contact available to respond to complaints 24 hours a day, seven days a week. Upon approval of a Vacation Rental permit, the owner or owner's agent shall provide copies of the Property Management Plan to all property owners within a 300-foot radius of the boundaries of the Vacation Rental property, and shall maintain a copy posted in a visible location within the Vacation Rental. As an alternative to providing copies to all property owners within 300 feet, the Property Management Plan may be posted online with the link to the document provided to neighboring property owners.

16. Property Use Classification: Upon approval of a Vacation Rental permit, the applicant shall immediately notify the Coconino County Assessor's Office of the approved use. Proof of said notification shall be provided to the Community Development Department within 30 days of approval of the Vacation Rental permit or the permit shall be deemed in violation of these provisions.

G. Enforcement Process: Initial complaints on Vacation Rentals shall be directed to the local contact person identified in the Property Management Plan. If the issue reoccurs or the local contact is non-responsive or fails to resolve the issue, the complaint may be directed to Coconino County Code Compliance Division of the Community Development Department. Code Enforcement staff may accept neighbor documentation to support allegations of a violation. If Code Enforcement staff determines that reasonable proof of a violation exists, an initial notice of violation shall be issued to initiate the enforcement process pursuant to Section 16: Enforcement, or if the facility is approved under a Conditional Use Permit, a revocation hearing may be scheduled with the Planning and Zoning Commission. If a Vacation Rental zoning permit or Conditional Use Permit is revoked, a new permit for the same location may not be issued for a period of at least one year from the date of revocation.